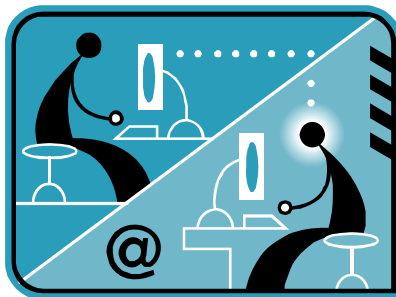


ACADEMIC PLANNING TIPS FOR COMPUTER INFORMATION SYSTEMS MAJORS



This information is available to assist computer information systems majors who are unable to meet with an academic advisor prior to registering for classes. It is highly recommended that all business majors meet with an advisor periodically to review their academic progress. If a student is unable to get an advising appointment prior to registering for courses, this information along with a major check sheet may be useful in planning a schedule. The student is advised to still attempt to meet with an advisor at some point.

Priorities, sequencing and availability:

Admission to the College of Business (<http://www.business.appstate.edu/academics/admission.php>)

- The first priority is to complete requirements for admission to the COB. This includes courses, earned hours, required GPAs and (for students who entered ASU Fall 2004 or after) the computer proficiency test.
- If you do not feel prepared to take MAT 1030, then MAT 1020 is a good course to take to prepare for it. The hours for MAT 1020 will count as free electives outside of the COB.
- The Basic Computer Skills Proficiency Test can be taken during the freshman year and should be taken no later than the first semester of the sophomore year.

Computer Information Systems Courses (<http://www.business.appstate.edu/advising/checksheets.php>)

- CIS 3050 is a COB core course required of all business majors and should be taken as soon as possible by computer information systems majors. It is a prerequisite or corequisite for the next three CIS courses that need to be taken.
- After (or along with) CIS 3050, the next courses that should be taken are CIS 3250, CIS 3580 and CIS 3750). CIS 3050 and these three courses should be taken by the second semester the student is eligible to take 3000 level CIS courses.
- The next step in the sequence is CIS 3870 (prereq: CIS 3580 and 3750) and CIS 4680 (prereq: CIS 3250 and CIS 3750). These must be taken prior to CIS 4850)
- It is best for the CIS major to wait to take CIS electives so that he/she can take time to determine which area of CIS he/she is interested in pursuing.
- A minimum GPA of 2.5 is required in the 27 hours of CIS courses required in the major (excluding CIS 3050).
- **All other COB core courses must be taken prior to MGT 4750 (which must be taken during the final semester of course work). A graduation audit is required in order to get a permit for MGT 4750.**

Core Curriculum (<http://www.business.appstate.edu/advising/checksheets.php>)

- Core curriculum courses (except those listed as requirements for admission to the COB) **do not** have to be completed in order to be admitted to the COB.
- All designators will be automatically met by required courses with the exception of two MC (multicultural) designators which can be found in the social sciences, humanities, CIS electives, COB electives or free electives. Students who entered fall s005 or after and who are eligible to take HIS 1103 and an additional social science in place of HIS 1101/1102 may need an additional MC designator.

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Special considerations for computer information systems majors:

- CIS majors must have a 2.5 GPA in the 27 hours of CIS course work required for the major (this does not include CIS 3050).
- Careful attention must be paid to sequencing of CIS courses.
- It is uncertain which, if any, CIS courses will be offered in the summer. That information is usually available just before the end of fall semester. Students who would like to see if a decision has been made about summer offerings should check with the CIS department.

Internships: (<http://www.business.appstate.edu/career/internships.php>)

An internship is not required but is highly recommended. Internships are typically done during the summer between the junior and senior years. Students must be admitted to the COB to get credit for an internship. The internship is worth 6 credit hours which can be applied toward the 3000 level CIS elective, COB electives or 3000/4000 level free electives. Students doing a CIS internship will be registered for CIS 3900 and will be expected to pay tuition for these hours. Anyone interested in doing a computer information systems internship for credit must contact Heidi Williams.



Planning Summer Classes

(<http://www.business.appstate.edu/advising/summer.php>)

Students planning to take summer classes either at ASU or at another school should pay special attention to which courses will be offered and (for courses taken at another school), how they will count. ASU's summer course offerings will not be available when students pre-register for spring classes (in the middle of the fall semester), but will be available before spring classes begin. Students who are planning to take summer courses at ASU must check the summer offerings BEFORE beginning spring courses in order to be certain that the courses that he/she needs will be offered. If they are not, the student may need to adjust his/her spring schedule.

Students planning to take courses at another school in the summer must complete a form (Permission to Take Course Work at Another School) in the Registrar's Office and, for 3000/4000 level courses, get the approval of the appropriate chairperson.

Basic Computer Skills Proficiency Test (<http://www.business.appstate.edu/advising/testfaq.php>) - Students using a fall 2004 or later catalog must pass the the Basic Computer Skills Proficiency Test in order to be admitted to the College of Business.

Check the COB Advising website (<http://www.business.appstate.edu/advising/>) for more information about COB admission requirements, proficiency test, major requirements, etc. that will help you with your academic planning.